

**Mortgagee's Certification and Application
for Interest Reduction Payments**
(Section 236-Non-Insured Mortgages)

**U.S. Department of Housing
and Urban Development**
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0445
(Exp. XX/XX/XXX)

Instructions: See Public burden statement on page 2 of the form. Submit original and one copy to the addressee shown below. Retain one copy. Additional instructions are shown on page 2 of this form.

(For HUD Use Only) Voucher Number: _____					Schedule Number: _____				
To: U.S. Department of Housing and Urban Development Accounting, Monitoring and Analysis Division Room 3232 451 7th Street, S.W. Washington, D.C. 20410			1. Payee (Name, Address and ZIP Code of Mortgagee or Servicer)			2. Amounts claimed cover all payments for the month _____, due on the first day of: _____ Month _____ Year			
3. Contract Year (yyyy) From _____ To _____		4. Number of changes in Billed Amount this Contract Year (Including this billing) _____		5. Annual Contract Amount Current Contract \$ _____ Total Interest Reduction Payments Received this Contract Year to Date (Do not include this billing) \$ _____ Balance Payable This Contract Year \$ _____					
6. Unit and Room Composition of Project Subsidized Units _____ Rooms _____ Unsubsidized Units _____ Rooms _____ Total _____			7. Estimated Mortgage Amount Applicable to Subsidized Rooms \$ _____ Unsubsidized Rooms \$ _____ Total \$ _____			8. Disbursed Proceeds Applicable to Subsidized Rooms \$ _____ Unsubsidized Rooms \$ _____ Total \$ _____			
9. Has amortization started? <input type="checkbox"/> Yes <input type="checkbox"/> No (If answer is Yes, give "a" and "b") (a) Date Started (mm/dd/yyyy) _____ (b) Monthly Payment to Principal and Interest \$ _____					10. Has permanent financing been arranged? <input type="checkbox"/> Yes <input type="checkbox"/> No (If answer is Yes, give "a" and "b") (a) Effective Date (mm/dd/yyyy) _____ (b) Effective Bond Interest Rate _____ %				
11. Name and Address of Mortgageor	12. Project Number	13. Est. Mtge. Amt. Applicable To Sub. Rooms	13. Disb. Proceeds Applicable to Sub. Rooms	15. Mtge. Term (Years)	16. Note/Bond or Mtge. Rate	17. Fees and Charges	18. Interest Reduction Payment	19. Handling Charge	20. Total Payment Due
Certification: The undersigned hereby certifies to the best of his knowledge and belief that (a) each interest reduction payment including in this billing has been calculated in accordance with the provisions of the Interest Reduction Contract; (b) all certifications required under the Interest Reduction Contract have been obtained; (c) the amount of this billing is true and correct and has not been previously claimed or paid; (d) credits, when applicable from previous payments made by HUD have been given; (e) supporting detail records and work sheets together with a copy of this billing are being held in the mortgagee's files, and (f) upon request of any authorized official of the Department of Housing and Urban Development or the Comptroller General of the United States, it will be furnished or make available for audit all aforementioned documents as required by the Interest Reduction Contract.									
Title of Certifying Payee Official				Signature			Date (mm/dd/yyyy)		
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)									

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Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the collection of information. The information is considered non-sensitive and does not require special protection. This information is required to obtain benefits. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Section 236 of the National Housing Act authorizes the Secretary of the Department of Housing and Urban Development to pay Section 236 subsidy for non-insured and insured Section 236 properties. For the purpose of reducing rentals for lower income families, HUD is authorized to make, and to contract periodic interest reduction payments on behalf of the owner of a rental housing project designed for occupancy by lower income families, which shall be accomplished through payments to mortgagees holding mortgages that meet special requirements. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this date only in response to a Freedom of Information request.

Instructions

General:

Submit original and one copy for each non-insured mortgage to be received no later than the 20th of the month. Include amounts due for interest reduction payments and handling charges on the first day of the following month. Prompt submission of bills by the 20th of each month will permit HUD to process the billing and requisition a Treasury Check for delivery on or about the first day of the following month. Original signatures are required on form HUD-3111. Facsimile signatures or Xerox copies of this form are not acceptable for disbursement purposes.

1. & 2. Self-explanatory.

3. The contract year shown in the panel establishes the 12-month period for controlling the amount of interest reduction payments made annually. In establishing the contract year, consideration is given to the due date of the first interest reduction payment on the contract. For example, if the first interest reduction payment is due July 1, the contract year for the life of the contract is from July to June of each year.

4. Self-explanatory.

5. Enter the amount specified in the approved Interest Reduction Payment Contract. Deduce the cumulative total of interest reduction payments actually received during the current contract year established in panel (3). Do not include the amount of the current billing. The balance is the amount available for the current and subsequent billings during the remainder of the 12-month period. Monthly billings for interest reduction payments during any contract year may not exceed the annual amount specified in the

contract. If the total annual amount specified in the contract is received prior to the end of the current contract year, the monthly billings must be suspended until the beginning of the next contract year.

6. & 7. Self-explanatory

8. To determine the amount of disbursed proceeds applicable to the subsidized room, multiply the actual disbursements by the number of subsidized rooms in the project divided by the total number of rooms in the project.

9. through 12. Self-explanatory.

13. Enter the amount shown in panel (7) for subsidized rooms.

14. Enter the amount shown in panel (8) for subsidized rooms.

15. Self-explanatory.

16. Prior to amortization show note or bond interest rate as applicable. After amortization begins show mortgage interest rate.

17. Enter the rate of fees and charges and attach a schedule showing the method of calculation

18. Calculate interest reduction payment and enter the amount here. Attach a schedule showing the interest reduction computation and indicate whether the payment was comed on a monthly or an annual basis.

19. Enter the handling charge if the interest reduction payment is for the month of December 1974, or prior thereto.

20. Add amounts shown in panels (18) and (19) and enter total here.